

## CHAPTER 8

**SPECIAL PAY—PROFICIENCY PAY AND SPECIAL DUTY  
ASSIGNMENT PAY—ENLISTED MEMBERS**0801 ENTITLEMENT PROVISIONS AND POLICY080101. Entitlement

A. Proficiency Pay. An enlisted member entitled to basic pay and proficient in a designated military skill may qualify for proficiency pay unless the member occupies one of the grade E-9 positions listed in Table 2-8, note 2, of this volume. A member entitled to proficiency pay may receive such pay in addition to any other pay or allowances to which entitled. Proficiency pay status is awarded according to the applicable regulations of the Military Service concerned. Only members entitled to proficiency pay on 30 September 1984, may continue to be paid such pay if otherwise entitled. However, no member may be paid proficiency pay and special duty assignment pay.

B. Special Duty Assignment Pay. An enlisted member entitled to basic pay may qualify for special duty assignment pay when the member performs duties designated by the Secretary concerned as extremely difficult or involving an unusual degree of responsibility. A member entitled to special duty assignment pay may receive such pay in addition to any other pay or allowances to which entitled. Special duty assignment pay status is awarded according to the applicable regulations of the Military Service concerned.

C. Certification. Appropriate authorities annually review eligibility and payment authority for each member receiving proficiency pay and special duty assignment pay. Payment stops automatically on the annual anniversary date of either pay if positive certification is not made that a member is still eligible for proficiency pay or special duty assignment pay.

080102. DefinitionsA. Military Specialty

1. An element of the enlisted classification structure (MOS, AFS, rating, Navy enlisted classification, career field subdivision, career management field, and occupational field, as appropriate to the Military Service concerned) that identifies an individual position or a group of closely related positions on the basis of the similarity of the duties involved. It is also the primary identifier of individuals who possess the ability, knowledge and other occupational qualifications required for effective performance in such positions.

2. A military specialty provides occupational standards for procurement, training, classification, and career development; identifies military skills so closely related that a degree of interchangeability exists between members assigned to the military specialty; provides a normal career progression pattern for members within that military specialty.

B. Special Duty Assignment. A duty assignment characterized by extremely demanding duties or duties demanding an unusual degree of responsibility.

C. Continuous Active Duty. Active federal military service (other than active duty for training as a Reserve), without a break in service of more than 3 months as computed in accordance with subparagraph 090301.C, of this volume.

D. Career Personnel

1. Members of the Army, Marine Corps, and Air Force on second or subsequent terms of active duty enlisted service and first term personnel who are serving in an enlistment, an enlistment as extended, or an extension of enlistment that will total 6 or more years of active service.

2. Members of the Navy on second or subsequent terms of active duty enlisted service and first term personnel who are serving in an enlistment, an enlistment as extended, or an extension of enlistment that will total 7 or more years of active service.

080103. Reserved

080104. Retired and Reserve Personnel

A. Retired enlisted members, Navy/Marine Corps Fleet Reserve members, and members of other Reserve Components, may be awarded proficiency pay when they are on extended active duty beyond obligated periods of active service. Those members recalled to active duty on or after 1 October 1984, are not entitled to proficiency pay.

B. Enlisted members of the Reserve Components are eligible to receive special duty assignment pay when on active duty. This includes active duty defined under subparagraph 570101.A, (other than active duty for training for less than 180 days).

080105. Maximum Monthly Rates

A. Proficiency Pay. The amount of proficiency pay may not exceed the maximum applicable rate shown in this subparagraph:

<u>Proficiency Rating</u>	<u>Monthly Rate</u>
P-1	\$ 50
P-2	100
P-3	150

B. Special Duty Assignment Pay. The amount of special duty assignment pay may not exceed the maximum applicable rate shown in this subparagraph:

<u>★Special Duty Assignment</u>	<u>Monthly Rate</u>
SD-1	\$ 55
SD-2	110
SD-3	165
SD-4	220
SD-5	275
SD-6	375
(for production recruiters only)	

C. The specific current monthly rates for each proficiency and special duty assignment rating are prescribed in the applicable regulations of the Military Service concerned.

★D. Designations of military specialties for proficiency pay and special duty assignment pay are in the applicable regulations of the Military Service concerned. The criteria for designation of military specialties are in DoDI 1304.27 (reference (u)).

## 0802 CONDITIONS OF ENTITLEMENT

080201. Eligibility Requirements. A member who meets the requirements in Table 8-1 may be awarded a proficiency pay rating or a special duty assignment rating under procedures in regulations of the Military Service concerned.

### 080202. Conditions Affecting Entitlement

A. Conditions affecting entitlement to proficiency pay and special duty assignment pay are shown in Table 8-2.

B. Detailed instructions on maintenance, retention, and termination of proficiency pay status are specified in regulations issued by the Secretary of each Military Department:

1. AR 600-200 (reference (v))
2. NGR 600-200 (reference (w))
3. OPNAVINST 1160.2 Series (reference (x))

4. MCO 7220.12 Series (reference (y))
5. AFR 39-45 (reference (z))

080203. Date to Stop Proficiency Pay and Special Duty Assignment Pay.

Table 8-2 shows how to determine the last day on which proficiency pay or special duty assignment pay accrues to a member. Stop proficiency pay or special duty assignment pay on the date shown in this table, unless an earlier date is specified in the order terminating such pay status.

080204. Effect of Proficiency Pay and Special Duty Assignment Pay on Other Computations. As special pay, neither proficiency pay nor special duty assignment pay is used in the computation for reenlistment bonus, severance pay, separation pay, or cash settlement of accrued leave. However, as special pay, either is included in the computation for death gratuity.

080205. Collection of Erroneous Payments. Collect from a member when a purported proficiency rating assignment or special duty assignment is revoked because either assignment was made without original basis of authority.

080206. Removal From Rating Status Without Original Basis of Authority. Military Service administrative regulations allow certain authorities to revoke orders which removed a member from proficiency rating or special duty assignment rating if the removal was without original basis of authority. When orders are so revoked, the member is entitled to proficiency pay or special duty assignment pay for the entire period involved (if otherwise entitled to either pay).

080207. Tax. Proficiency pay or special duty assignment pay is subject to withholding of income tax. Neither is subject to withholding of FICA taxes.

ELIGIBILITY REQUIREMENTS FOR PROFICIENCY PAY AND SPECIAL DUTY ASSIGNMENT PAY			
R U L E	A	B	C
	When an enlisted member	and	then
1	is on active duty (other than for training as a Reservist) in a pay status; has completed a minimum of 21 months of active service, other than active duty for training (note 1); is a career member (subparagraph 080102.D) (note 2); is serving in pay grade E-3 or higher; is qualified and serving in a designated military specialty; has a minimum of 6 months' continuous active service immediately before award of proficiency pay (subparagraph 080102.A) ; and is not receiving proficiency pay of another type	meets other conditions of eligibility as prescribed by the Secretary of the Military Department	member may be awarded shortage specialty (Proficiency Pay) through 30 Sep 1984 (note 4).
2	is on active duty in a pay status; is serving in pay grade E-3 or higher, is qualified for and serving in the designated special duty assignment; and is not receiving proficiency pay		member may be awarded special duty assignment pay.
3	attains eligibility under rule 2 above, before the date of termination of award in any special duty assignment designated for termination of award		

**NOTES:**

1. The 21-month limitation does not apply to a Reservist ordered to EAD who has completed service obligation under Title 10 U.S.C., section 651.
2. The requirement to be a career member does not apply to a member of Reserve Components ordered to active duty.
3. The requirement for completion of 6 months' continuous active service immediately before award of proficiency pay may be waived for members of Reserve Components ordered to EAD, if after entry on active duty they meet the standards for the specialty to which assigned. (See Chapter 8).
4. Only members entitled to proficiency pay on 30 Sep 1984 may continue to be paid such pay until discontinued under paragraph 080203.

**Table 8-1. Eligibility Requirements for Proficiency Pay and Special Duty Assignment Pay**

CONDITIONS AFFECTING ENTITLEMENT TO PROFICIENCY AND SPECIAL DUTY ASSIGNMENT PAY					
R U L E	A	B	C	D	E
	When a member receiving proficiency pay or special duty assignment pay	and the pay is	and	then proficiency pay status or special duty assignment pay status	and entitlement to proficiency pay or special duty assignment pay
1	has proficiency pay rating or special duty assignment pay rating withdrawn for any reason	proficiency pay or special duty assignment pay		is withdrawn	continues through the date stated in the order withdrawing the proficiency pay rating or special duty assignment pay rating.
2	fails to maintain the minimum level of qualification required for satisfactory performance in the military skill				stops on the date established by the authority determining the level of qualification does not meet established standards.
3	is discharged or relieved from active duty			does not reenlist within 24 hours	continues through the date of discharge (note 1).
4	is confined			confinement is result of court-martial sentence or non-judicial punishment	continues through the day prior to the date of approval of the court-martial sentence or the day prior to the date of confinement resulting from non-judicial punishment.
5	is AWOL			continues	stops during all of AWOL.
6	is reported in a missing status			continues (note 2)	continues.
7	is in a patient status, including convalescence leave	proficiency pay or special duty assignment pay	patient status is due to disease resulting from intemperate use of alcohol or habit-forming drugs	continues	stops while member is in a patient status or convalescent leave status.
8			patient status is not due to disease resulting from intemperate use of alcohol or habit-forming drugs, but exists for more than 12 months	will be withdrawn on the first day of the 13th month when a patient status continues to exist (note 2)	continues through the last day of the 12th month.
9	is demoted		grade to which reduced is below that for which either pay is authorized	will be withdrawn on the date of demotion	continues through the day prior to the date of demotion.
10	is on temporary duty or temporary additional duty		is not performing duties requiring use of skills on which either pay is based	continues for not more than 90 days	continues through 90th day of TDY or TAD.
11			is performing duties requiring use of the skills on which either pay is based	continues during entire period of TDY or TAD	continues through entire period of TDY or TAD.

Table 8-2. Conditions Affecting Entitlement to Proficiency and Special Duty Assignment Pay

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>When a member receiving proficiency pay or special duty assignment pay</b>	<b>and the pay is</b>	<b>and</b>	<b>then proficiency pay status or special duty assignment pay status</b>	<b>and entitlement to proficiency pay or special duty assignment pay</b>
<b>12</b>	is reassigned (PCS or PCA without PCS) or detailed to duty not requiring use of skills on which proficiency pay or special duty assignment pay is based	proficiency pay	commanding officer determines the reassignment or detail is permanent (over 90 days)	is terminated on the date of reporting to the new assignment or detail	continues through the day before the date member arrives at the new duty station.
<b>13</b>			commanding officer determines the reassignment will be less than 90 days, but it exceeds 90 days	is terminated on the 91st day of the reassignment or detail	continues through the 90th day of the detail or reassignment.
<b>14</b>		special duty assignment pay	commanding officer determines the reassignment or detail is permanent (over 90 days)	is withdrawn on date of departure from special duty assignment	continues through the day prior to the date of departure from special duty assignment.
<b>15</b>			commanding officer determines the reassignment will be less than 90 days, but it exceeds 90 days	is terminated on the 91st day of the reassignment or detail	continues through the 90th day of the detail or reassignment.
<b>16</b>	enters retraining status	proficiency pay	the military skill into which member is retraining is designated for proficiency pay	continues	will be at the current award level in the member's prior skill or the award level in the skill into which retraining, whichever is lower.
<b>17</b>			the military skill into which member is retraining is not designated for proficiency pay or special duty assignment pay	is withdrawn	continues through the day prior to the date member enters retraining status.
<b>18</b>		special duty assignment pay			
<b>19</b>	is reclassified out of the military skill on which the pay is based	proficiency pay or special duty assignment pay	the military skill to which reclassified is not designated for an award of proficiency pay or special duty assignment pay	is withdrawn on the date of reclassification	continues through the pay prior to the date of reclassification.

**Table 8-2. Conditions Affecting Entitlement to Proficiency and Special Duty Assignment Pay (Continued)**

R U L E	A	B	C	D	E
	When a member receiving proficiency pay or special duty assignment pay	and the pay is	and	then proficiency pay status or special duty assignment pay status	and entitlement to proficiency pay or special duty assignment pay
20	is attending a course of instruction	proficiency pay or special duty assignment pay	the course of instruction is directly related to the military skill on which the proficiency pay is based or is necessary for member's continued qualification in the special duty assignment	continues	continues.
21			the course of instruction is not directly related to the military skill on which the proficiency pay is based or is not necessary to qualify the member for special assignment in the military skill, but the member will be reassigned to the military skill on which the pay is based upon completion of the training	continues for no more than 90 days	continues through the 90th day.
22			the course of instruction is not directly related to the military skill on which the proficiency pay is based or not necessary to qualify the member for a special assignment in the military skill and the member will not be reassigned to the military skill on which the pay is based upon completion of training	is withdrawn on the date of departure for training	continues through the date of departure for training.
23	is attending a course of instruction	proficiency pay or special duty assignment pay	the course of instruction leads to commission or warrant officer status	is withdrawn	stops on the date of departure for entry into training.
24	is on authorized leave			continues	continues.
25	is serving in military specialty designated for termination of award		member continues qualified and serves in the military specialty		continues at one-half rate for 1-year period following effective date of the termination.
26	is serving in military specialty designated for reduction of award	special duty assignment pay			continues at rate for reduced award on the effective date of the reduction.
27	is reassigned PCS requiring use of skills on which pay is based		member continues qualified and performs the special duties		continues during leave en route, for periods of allowable travel time between assignments and for duty at new permanent duty station.

**NOTES:**

1. If a Navy member fails to reenlist on board, either proficiency pay or special duty assignment pay continues through date of discharge or release from active duty.
2. Either proficiency pay or special duty assignment pay may be awarded, withdrawn, increased, or decreased while member, otherwise eligible, is in a patient or missing status.

**Table 8-2. Conditions Affecting Entitlement to Proficiency and Special Duty Assignment Pay (Continued)**